

## Tips for Using Passport Wizard

<https://pptform.state.gov/>

- All fields marked with a red asterisk (\*) must be filled in.



First Name: \*

- You will not be able to save your information. You must print your form at the very end.

- **About the Applicant:**

- For people born in the United States, list the city and state of birth; for people born outside of the United States, include the city and country of birth. Choose the 'Country of Birth' first, then 'State' field will not be required.



Date Of Birth (MM/DD/YYYY): \* ?  
City Of Birth: \* ?  
Country Of Birth: \* ?  
State/Territory Of Birth: \* ?  
State Not Required

- Please make sure to include your Social Security Number (SSN). If you do not remember your SSN, or do not remember applying for one, please contact the Social Security Administration in Manila [FBU.Manila@ssa.gov](mailto:FBU.Manila@ssa.gov) to verify the information. The regional office will let you know if you do not have a social security number. If you do not have one and do not wish to apply for a SSN, please enter 000-00-000.

- **Contact Information:**

- Mailing address is your current address. You may use your U.S. or Korean address. Please note that we will be sending your completed passport back to you via a designated courier. If you are eligible and are sending in the application materials via the designated courier, your passport will be returned to you via the same service. If you are submitting your application materials in person, then you will need to fill out a courier delivery slip during your appointment.

- **Are you known by other names?:** This section may be important to those that may have a different English name and a Korean name.

- **Passport Products and Fees:**

- If you would like to apply for the non-standard 52 page book (no extra fee), please select the option here. If you would like to apply for a Passport Card (extra fee), please note that it will be processed after the passport book is issued and will take longer for you to receive.



☒ Passport Book (\$110): ?  
☐ 52 Page Book (Non-Standard)  
The Non-Standard Passport 52-page book is for those who frequently travel abroad and is recommended for applicants who have previously required the addition of visa pages.  
☐ Passport Card (\$30): ?  
The U.S. Passport Card CANNOT be used for international air travel. This travel document can be used to enter the United States from Canada, Mexico, the Caribbean, and Bermuda at land border crossings or sea ports-of-entry.

- Options such as overnight delivery, expedite, etc., are not available overseas.

Passport Book

**Delivery Options** ?

☒ Priority Mail (FREE):

☐ Overnight (\$12.72):

**Additional Options**

☐ Expedite (\$60): ?

☐ File Search (\$150): ?

Delivery and Additional Options are not available.

- Next Steps:**

- Make sure to check the box “I have read and acknowledge the steps and information contained above.” before clicking on “Create Form” to print your application. Adobe Acrobat software is required to print your application.

☐ I have read and acknowledge the steps and information contained above.

**1. Create Form**

This will generate your passport application(s) form as a pdf file. Review the .pdf file for accuracy and completeness. When finished, print this form.

**Create Form**

Adobe Acrobat is required

**2. Start New Application**

This will return you to the beg Wizard so you may complete a Note: Please be sure to create form before proceeding.

**Start New Application**

- If you are applying for your passport in Korea, all applications must be submitted to the U.S. Embassy Seoul.** For USFK personnel, click [here](#) for your nearest [Military passport Acceptance Agency](#). The Passport Wizard may state, “Mail your application to the National Passport Processing Center, Philadelphia, PA” because you have entered a U.S. mailing address. Please note that this option is not available outside of the United States.
- If you are in the following category: First time applicant/Minor/Lost/Damaged, **do not sign** your application. You will sign it in the presence of a Consular Officer during your [appointment](#).
- For passport renewals and additional pages, if you meet the [eligibility requirement](#), application(s) can be mailed in via a courier. We encourage all applicants to use one of the [designated courier services](#). If applications are submitted via the regular postal system, they will have to go through extra security screening and will delay the process. Make sure you **sign and date the form**.